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REVISION HISTORY			
Rev	Description of Change	Author	Effective Date
A	Original	JLA	05/28/2003
1	Update Hyperlinks	DAW	06/09/2006

REFERENCE DOCUMENTS	
Document Number	Document Title
QMS 200	AMA-200 Quality System Manual
QP 210	Control of Documents and Records
QF 210	Document Change Request form

Documents referenced in this procedure are applicable to the extent specified herein.

1. Purpose


This work instruction identifies how the Management Representative controls Quality System documents, Document Change Requests (DCRs), and the Master List of Quality System Documents in accordance with the [AMA-200 QMS](#) and [QP 210](#).

2. Scope

This work instruction applies to the control of documents and data pertaining to the AMA-200 Quality System. It includes, as a minimum, the AMA-200 Quality System Manual, System Level Procedures (SLP), Product Line Level Procedures (PLLP), and associated forms.

3. Definitions and Acronyms

Administrative Change	Any clerical change to a document or data that does not impact its basic intent (i.e., grammatical, template formatting, typo-fixes, etc.)
Author	Person that creates or revises a document or Quality System data
Data	Quality System information used to control the process that affects the final product (e.g. reference values, benchmarks)
DCR Package	DCR (QF 210) and any supporting documentation.

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Document	Quality System policy, procedure, work instruction, manual, or associated data in any media which is used to control the processes that affect the quality of the final product
Document Change Request (DCR)	Form used to create or change a document (QF 210)
External Document and Data	Quality System documents and data not generated at AMA-200
Master List	List which identifies the Quality System documents and data and includes current revision status
Originator	Any person who initiates a DCR
Responsible Manager	The Responsible Manager for System Level documents and data is the AMA-200 Management Representative. The Responsible Manager for Product Line Level documents and data is the respective Branch Manager.

4. Flowchart

There is no flowchart required for this document.


5. Responsibilities

5.1. The **Management Representative** shall:

- process, control, and coordinate new or revised documents. This includes the tracking, status, maintenance, and distribution of information relating to all controlled documents comprising the Quality System.
- post new or revised documents and data on AMA-200 web site (<http://www.academy.faa.gov/ama200/QMS.htm>) or "W" drive.

6. Procedure

- 6.1. The Management Representative shall assign the unique, sequential DCR number.
- 6.2. The Management Representative shall review the Author's completed DCR Package prior to Author's signature.
- 6.3. If the DCR is not approved:

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- 6.3.1. Return DCR to the Author for disposition.
 - 6.4. If the DCR is approved:
 - 6.4.1. Revise the Master List,
 - 6.4.2. Publish the approved document(s) to the Web site,
 - 6.4.3. Archive superceded documents,
 - 6.4.4. Send a broadcast message via e-mail to all AMA-200 personnel notifying them that a change or revision has been published on the Web site, or to all affected Branch personnel indicating the change on the "W" drive, including:
 - 6.4.4.1. Document name
 - 6.4.4.2. Document number
 - 6.4.4.3. New revision number
 - 6.5. The Management Representative shall establish and maintain the Master List of Quality System Documents.
- There are no metrics required for this document.

7. Quality Records

Verifying Document Type or Number	Title	Retention Time
QF 210	Document Change Request (DCR)	Five Years